

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON  
FORT SAM HOUSTON, TEXAS 78234-5014**



# **BULLETIN**

THIS PUBLICATION IS VALID FOR 90 DAYS  
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



**BULLETIN 7**

**17 Feb 05**

## **Section I. OFFICIAL**

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

### **CASUALTY NOTIFICATION:**

**1 Feb 05 to 31 Mar 05—AMEDDCS**

**SPECIAL INSTRUCTIONS:** Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

**3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER:** The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

**4. AUTOMATED OUT-PROCESSING SYSTEM:** The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Processing Branch at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/5-8809)

**ARMY COMMUNITY OF EXCELLENCE-----MAKE IT A WAY OF LIFE**

**AMEDDC&S & FSH BULLETIN 7, Fort Sam Houston, 17 Feb 05**

**5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT:** All commanders and supervisors are required by DOD 5500.7-R Joint Ethics Regulation (JER) to review the job duties of each employee (military or civilian) newly assigned or detailed to a **"covered position"** and promptly report the name of the employee to the Ethics Counselor, Office of the Staff Judge Advocate, AMEDDC&S & FSH, ATTN: MCCS-BJA-AL. That employee is required to file a New Entrant Confidential Financial Disclosure Report (OGE Form 450) within thirty days of assuming his or her position. An employee occupies a **"covered position"** when the official responsibilities of the employee require them to participate personally and substantially through decision or exercise of significant judgment in taking official action for contracting or procurement; administering or monitoring grants, subsidies, licenses or other Federally conferred financial or operational benefits; regulating or auditing any non-federal entity; or other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity. An employee is also required to file an OGE Form 450 when the commander/supervisor determines that the duties and responsibilities of the position require the employee to file such a report to avoid an actual or apparent conflict of interests and to carry out the purpose of any statute, Executive Order, or regulation applicable to or administered by that reporting individual. On notification, the Ethics Counselor will contact the employee and assist him/her in obtaining, completing, and filing the OGE 450. The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-AL/1-2373/0485)

**6. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372:** In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, **entry into these facilities or use of the adjacent parking areas is prohibited.** Questions concerning these facilities may be addressed to the USAG Business Development Office, 1-2761. (MCCS-BBD/1-2761)

**7. LEVEL 1 SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING:** IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, SAEDA, all Department of the Army (DA) personnel, military, and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The new scheduled dates for the Level 1 SAEDA Training for the new year are listed as follows. Scheduled dates are subject to change due to availability of instructor or mission requirements. All training will last approximately 2.5 hours. Training will be held in Blesse Auditorium (building 2841). The purpose of publishing this schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the SAEDA Sessions. The Army Medical Department Center and School Security Office will be offering this training on the following dates:

02 Mar 05	0900-1000	Blesse Auditorium
04 May 05	0900-1000	Blesse Auditorium
13 Jul 05	0900-1000	Blesse Auditorium
28 Sep 05	0900-1000	Blesse Auditorium

The POC for this information is Mr. Lewis, 1-8200/8199. (MCCS-GSO/1-8200/8199)

**AMEDDC&S & FSH BULLETIN 7, Fort Sam Houston, 17 Feb 05**

**8. CASH AND CARRY SALE OF NAF PROPERTY:** Items of property will be sold between the hours of 0900-1500, 16, 17 and 18 February, in Bldg. 407 (Officer's Club). Cash, personal checks with picture identification, and only Visa and/or MasterCard will be accepted forms of payment. **ALL SALES ARE FINAL.** Property sold **AS IS WHERE IS. ITEMS MUST BE REMOVED AT TIME OF PURCHASE!** Used items available for sale include microwave ovens, carpet tile, desk chairs, lounge easy chairs, wingback chairs, sofa, love seat, sleeper sofa, tables, desks, wall art, assorted billeting furniture, monitors. TV's, Mosler safe, 48" and 60" round tables, 6 foot banquet tables, chandeliers, portable dance floors, lecterns, refrigerated salad bar, ice making system, commercial dish washer, mobile food bar, electric food cart, refrigerators, beverage coolers, freezer, beer dispensers, wall sconces, Danish display case, hot carving self, convection ovens, 6 burner gas range, gas char broilers, 6 pan steamer, deep fat fryers, food holding and warming cabinet, over 600 stacking chairs, bar tables, surveillance system, and many more items too numerous to list. New items for sale include: cocktail tables, and end tables. **THERE IS NO PRIOR VIEWING OF SALE PROPERTY** as this is a Cash & Carry Sale. All property listed is subject to issue to NAF activities for continued use prior to date of sale. For more information or directions, please call the Morale, Welfare and Recreation (MWR) Warehouse at 221-4449 or 221-4950.

Point of contact is Mr. Lonnie O'Haver, 221-4449

**9. INSTALLATION STATUS REPORT (ISR) INFRASTRUCTURE TRAINING:** Orientation training for all ISR Infrastructure points of contact (building managers or representatives) for all Installation activities will be conducted at building 4196, room 22 (Scheduling Room). Training on 22 and 23 Feb 2005 will be from 1200 to 1600. Attendance is required at one session only. No reservation is required. Each training session will provide the points of contact with:

- Documentation required for the activity's ISR Part 1 Infrastructure Reporting Requirements.
- Information on activities responsibilities with regard to Part 1.
- Training on how to conduct an ISR inspection.

Unit representatives may bring additional personnel to support unit infrastructure evaluation as deemed necessary.

The POC for this information is Judy Barta, 295-4922.

**10. ANTITERRORISM AWARENESS TRAINING (LEVEL I) REQUIRED ANNUALLY :**

AR 525-13 requires annual Antiterrorism Awareness Training (Level I) for all military and DoD civilians (DoD contractors are provided this training as specified in the contract). This training is available online.

The web site is: <http://www.at-awareness.org>  
The access code is: **aware**

The FSH Antiterrorism Office has a "Quick Start Guide" available to help you sign up and complete this mandatory training online.

If you have questions or need assistance, contact Terri Stover, FSH Antiterrorism Office, 295-0535.

**Section II. UNOFFICIAL**

**AMEDDC&S & FSH BULLETIN 7, Fort Sam Houston, 17 Feb 05**

**10. FOR SALE:** Rattan 3 piece sofa and matching chair, upholstered in stripe with one green rose and beige colors, also comes with pillows. Asking price is \$450.00. Call COL/Mrs. Woolridge at 826-3830. (3/3)

**FOR THE COMMANDER:  
HQ AMEDDC&S & FSH  
OFFICIAL COPY  
FT SAM HOUSTON, TX**

**OFFICIAL:  
JOHN J. SEBASTYN  
LTC, AG  
Adjutant General**

**DISTRIBUTION:  
DB**